

## Scan a New Picture

The HP PicturePlace software uses the HP PictureScan software to scan a new picture.

### >>> To scan a new picture

- 1 Lift the scanner cover. Place the picture face down on the scanner glass and position it in the upper-right corner.
- 2 Click the Scan button located above the thumbnails (miniature pictures). This starts the HP PictureScan software and the scanner does a preview scan of the picture. It draws a moving selection border around part of the page or picture. (Leave the picture on the scanner glass.)
- 3 If you wish to make adjustments, detailed instructions are available in HP PictureScan's online help.
- 4 Click the HP PictureScan's Accept button. A final scan of the selected area is done, the HP PictureScan software closes, and the scanned picture is returned to HP PicturePlace.
- 5 When HP PicturePlace prompts you, provide a file name and **file format** for the picture. The picture appears as a thumbnail, or miniature picture, outlined by a dark border.

### >>> Hints

Once the picture appears on the HP PicturePlace screen, you can print it, edit it, and put it into a document. For instructions, see the appropriate [How to...](#) help topic.

Another way to start scanning is to choose Acquire from the File menu. It starts the HP PictureScan software just like clicking the Scan button does. The Acquire command may also be available in some of your word processing or presentation programs.

If you have more than one scanner connected to your computer or use multiple software packages to scan pictures, use the Select Source command from the File menu to specify which one you wish to use to scan.

The HP PicturePlace software allows you to scan pictures using the scanner's optional Automatic Document Feeder (ADF). Place the pages face up in the ADF before clicking HP PicturePlaces Scan button. Each page will be saved in a separate file. You are asked to provide a base file name, such as PIC, and the software appends a number (such as PIC.001, PIC.002) to identify each file. The HP PictureScan software does not appear on your screen when you scan from the ADF using HP PicturePlace, so each page is scanned completely. You cannot select just a portion of a page to be scanned when using the ADF.